

# Registration for Municipal Clerks & Treasurers Institute 2022

## Being held virtually! July 11-15, 2022

### Registrant Information:

Name: \_\_\_\_\_

Name on Badge: \_\_\_\_\_

Email: \_\_\_\_\_

Position: \_\_\_\_\_

City of: Village of: Town of: County of:  
 \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Population: \_\_\_\_\_ Years in Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

### Registrant Options:

Registration Fee: \$499 \$ \_\_\_\_\_

Registration fee after June 10 \$560 \$ \_\_\_\_\_

Includes educational sessions equivalent to 32-34 hours of instruction and digital handouts.

#### Select either Clerks or Treasurers:

Clerks Institute - Year (Circle One):  
 One Two Three Treasurers Completion  
 (Circle One: Town City County Village)

Treasurers Institute - Year (Circle One):  
 One Two Three Clerks Completion  
 (Circle One: Town City County Village)

Alumni Special Track (Must have graduated from the Institute)  
 \*Create your own schedule from the Clerks and Treasurers Institute

#### Wednesday Night All-Conference Event

All Conference Event Attendee

**\*\*Note: Courses taught via Zoom will NOT be recorded.\*\***

### Fee Information

(Calculate your total fees)

Registration Fee.....\$ \_\_\_\_\_

**Total Fee: \$ \_\_\_\_\_**

### \*Acknowledgements:

The following acknowledgements must be checked and signed in order for UW-Green Bay to process your registration. **Any registration sent without these signed acknowledgements will be returned.**

#### Participation Acknowledgement:

You are required to have your camera on during these sessions to allow for verified engagement. UW-Green Bay expects that students limit outside distractions, remain in one location for the duration of the session (no driving/errands), and actively participate in group discussions and activities.

I acknowledge that I must have a working microphone and camera to attend the Institute, and that if I do not, I will not receive credit.

#### Attendance Acknowledgement:

I acknowledge that I must attend the entirety of each course and complete any associated assessments. If I miss 25% or more of a course and/or do not complete any associated assessments, I will not receive credit for that course.

Participant Signature: \_\_\_\_\_

### Registration Deadline - June 17, 2022

#### Cancellation and Refund Policy

**May 2 through June 10, 2022** a full refund minus a **\$50 Processing Fee** is given.

Between **June 11- 17, 2022** a partial refund of \$300 is given.

**After June 17, 2022 No refunds will be given.**

**Handouts will not be provided to those who cancel.**

#### How to Register:

 **Online**  
 t [www.uwgb.edu/govt](http://www.uwgb.edu/govt)

Only credit card registrations will be accepted.

 **Mail**

Payment must be included.

**Check payable to UW-Green Bay-GOVT** enclosed  
 Send to: UW-Green Bay CECE Government  
 2420 Nicolet Drive  
 Green Bay, WI 54311-7001

**Phone registrations will not be accepted.**

**Registration Deadline - June 17, 2022**

After June 10, 2022 the registration fee will increase to **\$560.**

**No registrations will be taken after June 17, 2022**

